

EPA REGION 10 MODEL PRETREATMENT ORDINANCE

July 23, 1999

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EPA REGION 10 MODEL PRETREATMENT ORDINANCE

ORDINANCE NO. _____

{CAVEAT: Note that this is a model sewer use ordinance for pretreatment. This document should be used as a guide to municipalities drafting new or revised legal authority to implement and enforce a pretreatment program. Many provisions below contain blanks which must be filled in with appropriate numbers or words. The municipality must consider conditions at its POTW and, when necessary, consult State law to determine the appropriate insertions. Additionally, brackets are used to indicate provisions which are not always applicable and, therefore, require careful consideration prior to adoption. Footnotes are also provided to explain certain provisions. RQ --required section; SR--strongly recommended section; R--recommended section.}

SECTION 1 - GENERAL PROVISIONS

1.1 Purpose and Policy {RQ}

This ordinance sets forth uniform requirements for users of the Publicly Owned Treatment Works (POTW) for the [City of ____] and enables [the City] to comply with all applicable State and Federal laws, including the Clean Water Act (33 USC 1251 et seq.) and the General Pretreatment Regulations (40 CFR Part 403). The objectives of this ordinance are:

- A. To prevent the introduction of pollutants into the POTW that will interfere with the operation of the POTW;
- B. To prevent the introduction of pollutants into the POTW which will pass through the POTW, inadequately treated, into receiving waters or otherwise be incompatible with the POTW;
- C. To ensure that the quality of the wastewater treatment plant sludge is maintained at a level which allows its use and disposal in compliance with applicable statutes and regulations;
- D. To protect POTW personnel who may be affected by wastewater and sludge in the course of their employment and to protect the general public; and
- E. To improve the opportunity to recycle and reclaim wastewater and sludge from the POTW.

This ordinance shall apply to all users of the POTW. The ordinance authorizes the issuance of wastewater discharge permits; authorizes monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

{Note: POTWs should be careful in their use of the word "user", "dischargers", or "industrial user". The pretreatment regulations (40 CFR 403) apply to all non-domestic users (i.e non-residential user). A POTW's SUO should similarly apply to all non-domestic users. Consequently, we would recommend that the term "user" or "industrial user" be utilized throughout the code where general requirements and provisions apply and that the term be defined as "any non-residential customer". Terms such as "SIU" (significant industrial user) should be used in those provisions that specifically apply to these facilities, such as permitting.}

1.2 Administration {SR}

Except as otherwise provided herein, [the Superintendent] shall administer, implement, and enforce the provisions of this ordinance. Any powers granted to or duties imposed upon [the Superintendent] may be delegated by [the Superintendent] to other [City] personnel.

1.3 Definitions {RQ--However, some items are not needed if the terms are not used in the body of the code; if a term is used, it requires a definition.}

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this ordinance, shall have the meanings hereinafter designated.

{RQ} Act or "the Act". The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. 1251 et seq.

{RQ} Applicable Pretreatment Standards. For any specified pollutant, [City] prohibitive standards, [City] specific pretreatment standards (local limits), [State of _____] pretreatment standards, or EPA's Categorical Pretreatment Standards (when effective), whichever standard is appropriate or most stringent.

Approval Authority. {RQ only if the term is used}

{Note: Designate the State as the Approval Authority if the State has an EPA-approved pretreatment program. Alternatively, designate the appropriate Regional Administrator of EPA as the Approval Authority in a non-approved State.}

{RQ} Authorized Representative of the User.

(1) If the user is a corporation:

(a) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

(b) The manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

(2) If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively;

(3) If the user is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or his/her designee.

(4) The individuals described in paragraphs 1 through 3 above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to [the City].

{RQ} Biochemical Oxygen Demand (BOD). The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20E Celsius, usually expressed as a concentration [milligrams per liter (mg/l)].

{RQ} Categorical Pretreatment Standard or Categorical Standard. Any regulation containing pollutant discharge limits promulgated by the U.S. EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. 1317) which applies to a specific category of users and which appears in 40 CFR Chapter I, Subchapter N, Parts 405-471.

Categorical User. A user regulated by one of EPA's Categorical Pretreatment Standards {RQ only if the term is used}

[City]. [The City] of _____ or [the City] Council of _____.] {RQ only if the term is used}

{RQ} Color. The optical density at the visual wave length of maximum absorption, relative to distilled water. One-hundred percent (100%) transmittance is equivalent to zero (0.0) optical density.

{RQ} Composite Sample. The sample resulting from the combination of individual wastewater samples taken at selected intervals based on an increment of either flow or time.

{RQ} Cooling Water/Non-Contact Cooling Water. Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product. Cooling water may be generated from any use, such as air conditioning, heat exchangers, cooling or refrigeration to which the only pollutant added is heat.

{RQ} Domestic User (Residential User). Any person who contributes, causes, or allows the contribution of wastewater into the [City] POTW that is of a similar volume and/or chemical make-up to that of a residential dwelling unit. Discharges from a residential dwelling unit typically include up to 100 gallons per capita per day, 0.2 pounds of BOD per capita per day, and 0.17 pounds of TSS per capita per day.

{RQ} Environmental Protection Agency (EPA). The U.S. Environmental Protection Agency or, where appropriate, the Director of the Region 10 Office of Water, or other duly authorized official of said agency.

{SR} Existing Source. A categorical industrial user, the construction or operation of whose facility commenced prior to the publication by EPA of proposed categorical pretreatment standards, which would be applicable to such source if and when the standard is thereafter promulgated in accordance with Section 307 of the Act.

{RQ} Existing User. Any non-categorical user which was discharging wastewater prior to the effective date of this ordinance [or include a specific date such as the date the code will become effective].

{RQ} Grab Sample. A sample which is taken from a wastestream on a one-time basis without regard to the flow in the wastestream and without consideration of time.

{RQ} Indirect Discharge or Discharge. The introduction of pollutants into the POTW from any non-domestic source regulated under Section 307(b), (c), or (d) of the Act. The discharge into the POTW is normally by means of pipes, conduits, pumping stations, force mains, constructed drainage ditches, surface water intercepting ditches, and all constructed devices and appliances appurtenant thereto.

{RQ} Interference. A discharge which alone or in conjunction with a discharge or discharges from other sources, either: (1) inhibits or disrupts the POTW, its treatment processes or operations; (2) inhibits or disrupts its sludge processes, use or disposal; or (SR) (3) is a cause of a violation of [the City]'s NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/ regulatory provisions or permits issued thereunder (or more stringent State or local regulations): Section 405 of the Clean Water Act; the Solid Waste Disposal Act (SWDA), including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the SWDA; the Clean Air Act; the Toxic Substances Control Act; [and the Marine Protection, Research, and Sanctuaries Act].

{Note: This definition is slightly more stringent than the one contained in 40 CFR 403 with the replacement of the word "or" for "and". There could be interference at the POTW without a violation of the monthly average, for example. The suggested revision would allow the city greater flexibility to enforce against an industrial user that caused interference in the collection line or at the POTW without having to link it exclusively to an NPDES violation.}

{RQ} Maximum Allowable Discharge Limit. The maximum concentration (or loading) of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event. {Note: This term and/or definition may vary depending how the city has expressed its local limits.}

Medical Wastes. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes. {Note: This definition may apply if the POTW elects to prohibit medical wastes.}

{RQ} New Source.

(1) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed categorical pretreatment standards under Section 307© of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:

- (a) The building, structure, facility, or installation is constructed at a site at which no other source is located; or
- (b) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
- (c) The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.

- (2) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.
- (3) Construction of a new source as defined under this paragraph has commenced if the owner or operator has:
- (a) Begun, or caused to begin as part of a continuous on-site construction program
 - (i) any placement, assembly, or installation of facilities or equipment; or
 - (ii) significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - (b) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

{RQ} New User. A "new user" is a user that is not regulated under federal categorical pretreatment standards but that applies to the [City] for a new building permit or occupies an existing building and plans to commence discharge of wastewater to the [City's] collection system after the effective date of this ordinance [or include a specific date such as the date the code will become effective]. Any person that buys an existing facility that is discharging non-domestic wastewater will be considered an "existing user" if no significant changes are made in the manufacturing operation.

{RQ} Pass Through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of [the City]'s NPDES permit (including an increase in the magnitude or duration of a violation).

{RQ} Permittee: A person or user issued a wastewater discharge permit. {RQ if used}

{RQ} Person. Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all Federal, State, or local governmental entities. {RQ if used}

{RQ} pH. A measure of the acidity or alkalinity of a substance, expressed in standard units.

{RQ} Pollutant. Any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged

equipment, rock, sand, cellar dirt, agricultural and industrial wastes, and the characteristics of the wastewater [i.e., pH, temperature, TSS, turbidity, color, BOD, Chemical Oxygen Demand (COD), toxicity, or odor].

{RQ} Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to (or in lieu of) introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means (except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard).

{RQ} Pretreatment Requirement. Any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.

{RQ} Pretreatment Standards or Standards. Prohibited discharge standards, categorical pretreatment standards, and local limits established by the [City/POTW].

{RQ} Prohibited Discharge Standards or Prohibited Discharges. Absolute prohibitions against the discharge of certain substances, which appear in Sections 2.1 (A) and (B) of this ordinance.

{RQ} Publicly Owned Treatment Works (POTW). A "treatment works," as defined by Section 212 of the Act (33 U.S.C. 1292) which is owned by [the City]. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant. The term also means [the City].

{RQ} Septic Tank Waste. Any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks. {RQ if used}

{RQ} Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.) {RQ if used}

{RQ} Sewer. Any pipe, conduit ditch, or other device used to collect and transport sewage from the generating source.

{R} Shall, May. "Shall" is mandatory, "may" is permissive.

{RQ} Significant Industrial User.

(1) A user subject to categorical pretreatment standards; or

(2) A user that:

(a) Discharges an average of 25,000 GPD or more of process wastewater to the POTW (excluding sanitary, non-contact cooling, and boiler blowdown wastewater); or

- (b) Contributes a process wastestream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
- (c) Is designated as such by [the City] on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
- (3) Upon a finding that a user meeting the criteria in Subsection (2) has no reasonable potential for adversely affecting the POTW's operation or for violating any applicable pretreatment standard or requirement, [the City] may at any time, on its own initiative or in response to a petition received from a user [and in accordance with procedures in 40 CFR 403.8(f)(6)] determine that such user should not be considered a significant industrial user.

{Important Note: The above definition is from 40 CFR 403. POTWs with approved pretreatment programs may already have an expanded definition which they may continue using or they may have to use the definition in its NPDES permit.}

- {RQ} Slug Load. Any discharge at a flow rate or concentration which could cause a violation of the discharge standards in Section 2.1 through 2.4 of this ordinance or any discharge of a non-routine, episodic nature, including but not limited to, an accidental spill or a non-customary batch discharge.
- {RQ} Standard Industrial Classification (SIC) Code. A classification pursuant to the Standard Industrial Classification Manual issued by the United States Office of Management and Budget. {RQ if used}
- {RQ} Storm Water. Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt. {RQ if used}
- {RQ} [Superintendent]. The person designated by [the City] to supervise the operation of the POTW, and who is charged with certain duties and responsibilities by this ordinance, or a duly authorized representative. {RQ if used}
- {RQ} Total Suspended Solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.
- {RQ} Treatment Plant Effluent. The discharge from the POTW into waters of the United States. {RQ if used}
- {RQ} User or Industrial User. A source of indirect discharge. The source shall not include "domestic user" as defined herein.
- {RQ} Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
- {RQ} Wastewater Discharge Permit (Industrial Wastewater Discharge Permit, Discharge Permit) {depends on term used in code}. An authorization or equivalent control document issued by the [City] to users discharging wastewater

to the POTW. The permit may contain appropriate pretreatment standards and requirements as set forth in this ordinance.

{Note: Some POTWs are using Industrial Waste Acceptance (IWA) forms in lieu of a waste discharge permit; therefore this term should be substituted here and also wherever the term "permit" or "wastewater discharge permit" is used}.

{RQ} Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste. {RQ if used}

The use of the singular shall be construed to include the plural and the plural shall include the singular as indicated by the context of its use.

1.4 Abbreviations {SR}

The following abbreviations shall have the designated meanings:

- ! ASPP - Accidental Spill Prevention Plan
- ! BOD - Biochemical Oxygen Demand
- ! CFR - Code of Federal Regulations
- ! COD - Chemical Oxygen Demand
- ! EPA - U.S. Environmental Protection Agency
- ! GPD - gallons per day
- ! IWA - Industrial Waste Acceptance {note: if the city uses an IWA}
- ! l - liter
- ! LEL - Lower Explosive Limit
- ! mg - milligrams
- ! mg/l - milligrams per liter
- ! NPDES - National Pollutant Discharge Elimination System
- ! O&M - Operation and Maintenance
- ! POTW - Publicly Owned Treatment Works
- ! RCRA - Resource Conservation and Recovery Act
- ! SIC - Standard Industrial Classifications
- ! SWDA - Solid Waste Disposal Act (42 U.S.C. 6901, et seq.)
- ! TSS - Total Suspended Solids
- ! USC - United States Code

SECTION 2 - GENERAL REQUIREMENTS

2.1 Prohibited Discharge Standards {RQ}

{RQ} A. General Prohibitions: No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all

users of the POTW whether or not they are subject to categorical pretreatment standards or any other National, State, or local pretreatment standards or requirements.

{RQ} B. Specific Prohibitions: No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

- (1) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed-cup flash point of less than 140EF (60EC) using the test methods specified in 40 CFR §261.21;
- (2) Wastewater having a pH less than 5.0 [or more than ____], or otherwise causing corrosive structural damage to the POTW or equipment;

{Note: Although the Federal pretreatment regulations do not set an upper pH limit, Region 10 strongly recommends that the city set one. If the municipality wishes to set an upper pH limit, it should insert one in this section. Any pH above 12.5 is considered hazardous and is regulated under 40 CFR §261.22.}

- (3) Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference [but in no case solids greater than ____ inch(es) (____") or ____ centimeter(s) (____ cm) in any dimension];

{Note: The municipality should insert the appropriate size limit, if applicable, to carry out this prohibition.}

- (4) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW;
 - (5) Wastewater having a temperature which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104EF (40EC) unless the Approval Authority, upon the request of the POTW, approves alternate temperature limits;
 - (6) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
- {note: This general prohibition may not be necessary for POTWs that have a specific Fats, Oil, and Grease (FOG) local limit that covers vegetable and petroleum-based oils.}
- (7) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
 - (8) Trucked or hauled pollutants, except at discharge points designated by [the City].

{Note: The above discharge prohibitions are mandatory and must be included in the ordinance; those appearing below are optional. *Many of the prohibitions listed below are included in SUOs in Region 10.*}

{SR} (9) Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life or health, or to prevent entry into the sewers for maintenance or repair;

{SR} (10) Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating [the City]'s NPDES permit. Color (in combination with turbidity) shall not cause the treatment plant effluent to reduce the depth of the compensation point for photosynthetic activity by more than ten percent (10%) from the seasonably established norm for aquatic life;

- {SR} (11) Wastewater containing any radioactive wastes or isotopes except as specifically approved by [the Superintendent] in compliance with applicable State or Federal regulations;
- {SR} (12) Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, non-contact cooling water, and unpolluted wastewater, unless specifically authorized by [the Superintendent];
- {SR} (13) Any sludges, screenings, or other residues from the pretreatment of industrial wastes or from industrial processes;
- {SR} (14) Medical wastes, except as specifically authorized by [the Superintendent];
- {SR} (15) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail a toxicity test;
- {R} (16) Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
- {R} (17) Any liquid, solids, or gases which by reason of their nature or quantity are or may be sufficient, either alone or by interaction with other substances, to cause fire or explosion or be injurious in any other way to the POTW or to the operation of the POTW. At no time shall two (2) successive readings on an explosion meter, at the point of discharge into the system (or at any point in the system), be more than five (5%) per cent nor any single reading over ten (10%) per cent of the lower explosive limit (LEL) of the meter.
- {R} (18) Grease, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dusts, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastics, gas, tar asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes.
- {SR} (19) Any substance which will cause the POTW to violate its NPDES and/or other disposal system permits.
- {SR} (20) Any wastewater, which in the opinion of the [Superintendent] can cause harm either to the sewers, sewage treatment process, or equipment; have an adverse effect on the receiving stream; or can otherwise endanger life, limb, public property, or constitute a nuisance, unless allowed under special agreement by the [Superintendent] (except that no special waiver shall be given from categorical pretreatment standards).
- {SR} (21) The contents of any tank or other vessel owned or used by any person in the business of collecting or pumping sewage, effluent, septic tank waste, or other wastewater unless said person has first obtained testing and approval as may be generally required by the City of ___ _ and paid all fees assessed for the privilege of said discharge.
- {Note: Some POTWs may not allow any septic tank waste to be delivered to their POTW. Consequently, a strict prohibition should be listed instead of the above.}
- {SR} (22) Any hazardous wastes as defined in rules published by the State of _____ or in 40 CFR Part 261.
- {note: Although EPA's pretreatment amendments (Domestic Sewage Exemption-DSE rules published on July 24, 1990) allow the discharge of hazardous wastes mixed with domestic sewage, a POTW can be more restrictive than EPA rules. Consequently, it can disallow hazardous wastes. Also some states may not allow discharges of hazardous wastes.}
- {SR} (23) Persistent pesticides and/or pesticides regulated by the Federal Insecticide Fungicide Rodenticide Act (FIFRA)

{SR} (24) Sewage sludge, except in accordance with the city’s NPDES permit, providing that it specifically allows the discharge to surface waters of sewage sludge pollutants.

{RQ} Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

2.2 Federal Categorical Pretreatment Standards {RQ}

The National categorical pretreatment standards as amended and promulgated by EPA pursuant to the Act and as found at 40 CFR Chapter I, Subchapter N, Parts 405-471, are hereby incorporated and shall be enforceable under this ordinance.

{Note: State procedures for incorporation by reference need to be followed.}

2.3 State Requirements {RQ}

State requirements and limitations on discharges to the POTW shall be met by all users which are subject to such standards in any instance in which they are more stringent than federal requirements and limitations or those in this ordinance or in other applicable ordinances.

2.4 Local Limits {RQ}

{Note: Municipalities in Region 10 have been required to establish local limits for the following pollutants: As, Cd, Cr, Cu, CN, Pb, Hg, Ni, Ag, and Zn. In addition to these toxic limits, POTWs have established a FOG limit for vegetable and petroleum-based oils or two separate FOG limits, one for vegetable and one for petroleum based oils. Some POTWs have also established a BOD and TSS limit for purposes of establishing an extra strength charge; it is important to distinguish such limits from local limits, which are federally enforceable if the discharge exceeds the limits. POTWs may need to establish limits for pollutants not listed below. The municipality may set limits at a daily maximum or for other durations (e.g., instantaneous maximum or monthly average.) The municipality should define these durations in its definition section.}

The following pollutant limits are established to protect against pass through and interference. No person shall discharge wastewater containing pollutant levels in excess of the following [daily maximum allowable discharge limits.] {RQ to clearly define what type of maximum}

- ___ mg/l arsenic
- ___ mg/l cadmium
- ___ mg/l chromium
- ___ mg/l copper
- ___ mg/l cyanide
- ___ mg/l lead
- ___ mg/l mercury
- ___ mg/l nickel
- ___ mg/l oil and grease (petroleum or mineral oil products)
- ___ mg/l oil and grease (animal and vegetable based)

{OR} ___ mg/l oil and grease (petroleum and vegetable based) {Note: This combined limit is only used if the two previous limits are not used }

- ___ mg/l silver

___ mg/l zinc

{RQ} The above limits apply at the point where the wastewater is discharged to the POTW (end of the pipe). All concentrations for metallic substances are for "total" metal unless indicated otherwise. [The Superintendent] may impose mass limitations in addition to (or in place of) the concentration-based limitations above. Where a user is subject to a categorical pretreatment standard and a local limit for a given pollutant, the more stringent limit or applicable pretreatment standard shall apply.

{Note: Categorical pretreatment standards apply at the end of the process, whereas local limits usually apply at the end of the pipe. POTW implementation manuals should explain how to compare and apply local limits to categorical users. Some POTWs have elected to have their local limits apply after pretreatment and/or prior to mixing with dilution flows. Whatever the case may be, the city should define where their local limits apply.}

2.5 [City]'s Right of Revision {RQ}

[The City] reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

2.6 Special Agreement {RQ if the city elects to allow special agreements; if the city chooses to be more restrictive and not allow such agreements, this section is not required.}

[The City] reserves the right to enter into special agreements with users setting out special terms under which they may discharge to the POTW. In no case will a special agreement waive compliance with a categorical pretreatment standard or federal pretreatment requirement. However, users may request a net/gross adjustment to a categorical standard in accordance with 40 CFR §403.15. They may also request a variance from the categorical pretreatment standard from the Approval Authority in accordance with 40 CFR §403.13.

2.7 Dilution {RQ}

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with an applicable pretreatment standard or requirement unless expressly authorized by an applicable pretreatment standard or requirement. [The Superintendent] may impose mass limitations on users which he believes may be using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

2.8 Pretreatment Facilities {RQ}

Users shall provide necessary wastewater treatment as required to comply with this ordinance and shall achieve compliance with all applicable pretreatment standards and requirements set out in this ordinance within the time limitations specified by the EPA, the State, or [the Superintendent], whichever is more stringent. Any facilities required to pretreat wastewater to a level acceptable to [the City] shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to [the City] for review and shall be acceptable to [the City] before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an acceptable discharge to [the City] under the provisions of this ordinance.

2.9 Deadline for Compliance with Applicable Pretreatment Requirements {RQ}

Compliance by existing sources covered by Categorical Pretreatment Standards shall be within 3 years of the date the Standard is effective unless a shorter compliance time is specified in the appropriate Standard. The [City] shall establish a final compliance deadline date for any existing user not covered by Categorical Pretreatment Standards or for any categorical user when the local limits for said user are more restrictive than the federal Categorical Pretreatment Standards.

New source and new users are required to comply with applicable pretreatment standards within the shortest feasible time, not to exceed 90 days from the beginning of discharge. New Sources and new users shall install, have in operating condition, and shall start up all pollution control equipment required to meet applicable pretreatment standards before beginning to discharge.

Any wastewater discharge permit issued to a categorical user shall not contain a compliance date beyond any deadline date established in EPA's Categorical Pretreatment Standards. Any other existing user or a categorical user that must comply with a more stringent local limit which is in non-compliance with any local limits shall be provided with a compliance schedule placed in an industrial wastewater permit to insure compliance within the shortest time feasible. {Note: The above compliance deadline dates may already be addressed elsewhere in existing POTW ordinances.}

2.10 Additional Pretreatment Measures {SR}

{Note: These are optional; the municipality may provide legal authority to do the following:}

- A. Whenever deemed necessary, [the Superintendent] may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this ordinance.
- B. Each user discharging into the POTW greater than [_____(____)] gallons per day or greater than [_____] percent (____%) of the average daily flow into the POTW, whichever is less, shall install and maintain, on its property and at its expense, a suitable storage and flow-control facility to insure equalization of flow over a [twenty four- (24-)hour period]. The facility shall have a capacity for at least [_____] percent (____%) of the daily discharge volume and shall be equipped with alarms and a rate of discharge controller, the regulation of which shall be directed by [the Superintendent]. A wastewater discharge permit may be issued solely for flow equalization.
- C. Grease, oil, and sand interceptors shall be provided when, in the opinion of [the Superintendent], they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand, except that such interceptors shall not be required for residential users. All interception units shall be of type and capacity approved by [the Superintendent] and shall be so located to be

easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at its expense.

- D. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

2.11 Accidental Spill Prevention Plans {RQ}

[The Superintendent] may require any user to develop and implement an accidental spill prevention plan (ASPP) or slug control plan. Where deemed necessary by the [City], facilities to prevent accidental discharge or slug discharges of pollutants shall be provided and maintained at the user's cost and expense. An accidental spill prevention plan or slug control plan showing facilities and operating procedures to provide this protection shall be submitted to the [City] for review and approval before implementation. The [City] shall determine which user is required to develop a plan and require said plan to be submitted within [__ days] after notification by the [City]. Each user shall implement its ASPP as submitted or as modified after such plan has been reviewed and approved by the [City]. Review and approval of such plans and operating procedures by the [City] shall not relieve the user from the responsibility to modify its facility as necessary to meet the requirements of this ordinance.

- {RQ} A. Any user required to develop and implement an accidental spill prevention plan shall submit a plan which addresses, at a minimum, the following:

- (1) Description of discharge practices, including non-routine batch discharges;
- (2) Description of stored chemicals;
- (3) Procedures for immediately notifying the POTW of any accidental or slug discharge. Such notification must also be given for any discharge which would violate any of the standards in Sections 2.1 through 2-4 of this ordinance; and
- (4) Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic chemicals (including solvents), and/or measures and equipment for emergency response.

{Note: The above are required in 40 CFR 403.8 (f)(2)(v). EPA Region 10 has developed an Accidental Spill Prevention Plan Guidance Manual for POTWs and non-domestic users.}

- {RQ} B. Users shall notify the [City] Wastewater Treatment Plant immediately after the occurrence of a slug or accidental discharge of substances regulated by this Ordinance. The notification shall include location of discharge, date and time thereof, type of waste, concentration and volume, and corrective actions. Any affected user shall be liable for any expense, loss, or damage to the POTW, in addition to the amount of any fines imposed on the [City] on account thereof under state or federal law.

- {RQ} C. Within five (5) days following an accidental discharge, the user shall submit to the [Superintendent] a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to person or property nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this Ordinance or other applicable law.
- {RQ} D. Signs shall be permanently posted in conspicuous places on the user's premises advising employees whom to call in the event of a slug or accidental discharge. Employers shall instruct all employees who may cause or discover such a discharge with respect to emergency notification procedures.

2.12 Septic Tank Wastes {SR if not addressed elsewhere in the municipal code}

- A. Septic tank waste may be introduced into the POTW only at a designated receiving structure within the treatment plant area, and at such times as are established by [the Superintendent]. Such wastes shall not violate this Section of the ordinance or any other requirements established or adopted by [the City]. Wastewater discharge permits for individual vehicles to use such facilities shall be issued by [the Superintendent].
- B. Septic tank waste haulers may only discharge loads at locations specifically designated by [the Superintendent]. No load may be discharged without prior consent of [the Superintendent]. [The Superintendent] may collect samples of each hauled load to ensure compliance with applicable pretreatment standards. [The Superintendent] may require the hauler to provide a waste analysis of any load prior to discharge.
- C. Septic tank waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the waste hauler, permit number, truck identification, sources of waste, and volume and characteristics of waste.
- D. Fees for dumping hauled wastes will be established as part of the user fee system as authorized in Section 14 of this ordinance.

{Note: POTWs may have a special ordinance or procedures for septic tank waste haulers. The above is a suggestion if no program exists. Additionally, septic tank waste haulers could be regulated by a local or county health department. If a city decides to accept hauled wastes other than septic tank wastes, then this section could be modified or expanded to address other wastes. However, a city will need to be aware that if hazardous wastes are hauled to the POTW, then the POTW would be considered a temporary storage and disposal facility under RCRA regulations. As a matter of fact, a generator of hazardous wastes would not be allowed to truck hazardous wastes to a POTW unless the POTW was permitted under RCRA to accept the waste. The only circumstance under which a POTW may want to accept hauled waste beyond normal septic tank wastes would be if the hauled wastes were considered non-hazardous under RCRA and State law.}

SECTION 3 - WASTEWATER DISCHARGE PERMIT REQUIREMENTS {RQ}

{note: If the city utilizes some other control mechanism other than a permit system, then it will need to make the appropriate substitution of terms.}

No significant industrial user shall discharge wastewater into the POTW without first obtaining a wastewater discharge permit from [the Superintendent]. Any violation of the terms and conditions of a wastewater discharge permit shall be deemed a violation of this ordinance and subjects the wastewater discharge permittee to the sanctions set forth in this ordinance. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with all Federal and State pretreatment standards or requirements or with any other requirements of Federal, State, and local law.

[The Superintendent] may require other users, including liquid waste haulers, to obtain wastewater discharge permits (as necessary) to carry out the purposes of this ordinance.

3.1 Wastewater Discharge Permitting: Existing SIU {RQ}

Any SIU that was discharging wastewater into the POTW prior to the effective date of this ordinance and that wishes to continue such discharges in the future shall, within [60] days after notification by the [Superintendent] submit a permit application to [the City] in accordance with Section 3.4 of this ordinance. [and shall not cause or allow discharges to the POTW to continue after [_____] (____)] days after the effective date of this ordinance except in accordance with a wastewater discharge permit issued by [the Superintendent]].

{Note: The city's notification to SIUs covered by categorical pretreatment standards should allow ample time for the SIUs comply with the 180 day deadline for submittals established in 40 CFR §403.12 (b).}

3.2 Wastewater Discharge Permitting: New Source and New user {RQ}

At least 90 days prior to the anticipated start-up, any new source, which is a source that becomes a user subsequent to the proposal of an applicable categorical pretreatment standard that is later promulgated, and any new user considered by the [City] to fit the definition of SIU shall apply for a wastewater discharge permit and will be required to submit to the [City] at least the information listed in paragraphs (A)-(E) of Section 3.4. A new source or new user cannot discharge without first receiving a wastewater discharge permit from the [City]. New sources and new users shall also be required to include in their application information on the method of pretreatment they intend to use to meet applicable pretreatment standards. New Sources and new users shall give estimates of the information requested in paragraphs (D) and (E) of Section 3.4.

3.3 Wastewater Discharge Permitting: Extrajurisdictional Users

{RQ if the POTW has a multijurisdictional agreement with the outlying jurisdictions that gives the POTW authority to issue wastewater discharge permits and regulate users in the outlying areas. Alternatively, the municipality may enter into an agreement with, or issue a permit to, the neighboring jurisdiction in which the user is located to provide for the implementation and enforcement of pretreatment program requirements against the user.}

Any existing user who is located beyond [the City] limits and who is required to obtain a wastewater discharge permit shall submit a wastewater discharge permit application as outlined in Section 3.1. New Source and

new users who are located beyond [the City] limits and who are required to obtain a wastewater discharge permit shall comply with Section 3.2.

3.4 Wastewater Discharge Permit Application Contents {RQ}

All users required to obtain a wastewater discharge permit must submit, at a minimum, the following information. [The Superintendent] shall approve a form to be used as a permit application. Categorical users submitting the following information shall have complied with 40 CFR §403.12(b).

{Note: This statement is very important if the POTW elects not to use a baseline monitoring report (BMR).

- A. Identifying information. The user shall submit the name and address of the facility including the name of the operator and owners;
- B. Permits. The user shall submit a list of all environmental control permits held by or for the facility;
- C. Description of operations. The user shall submit a brief description of the nature, average rate of production, and Standard Industrial Classification of the operation(s) carried out by such Industrial User, including a list of all raw materials and chemicals used or stored at the facility which are or could accidentally or intentionally be discharged to the POTW; number and type of employees; hours of operation; each product produced by type, amount, process or processes, and rate of production; type and amount of raw materials processed (average and maximum per day) and the time and duration of discharges. This description should also include a schematic process diagram which indicates points of discharge to the POTW from the regulated or manufacturing processes; site plans; floor plans; mechanical and plumbing plans; and details to show all sewers, sewer connections, inspection manholes, sampling chambers and appurtenances by size, location and elevation.

{Note: The city may elect to keep the foregoing section quite short, if it decides to have these items listed in the instructions to the application or DDF. The city would have to produce the application so that the reviewer can verify its contents.}

D. Flow Measurement.

(1) Categorical User:

The user shall submit information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from each of the following:

- (i) Regulated or manufacturing process streams; and
- (ii) Other streams as necessary to allow use of the combined wastestream formula [40 CFR §403.6(e)].

(2) Non-Categorical User

The user shall submit information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from each of the following:

- (i) Total process flow, wastewater treatment plant flow, total plant flow or individual manufacturing process flow as required by the [Superintendent].

The [City] may allow for verifiable estimates of these flows where justified by cost or feasibility considerations.

E. Measurements of pollutants.

(1) Categorical User:

- (i) The user shall identify the applicable pretreatment standards for each regulated or manufacturing process.
- (ii) In addition, the user shall submit the results of sampling and analysis identifying the nature and concentration (or mass where required by the Categorical Pretreatment Standard or as required by the [City]) of regulated pollutants (including standards contained in Sections 2.1 through 2.4, as appropriate) in the discharge from each regulated or manufacturing process. Both daily maximum and average concentration (or mass, where required) shall be reported. The sample shall be representative of daily operations and shall conform to sampling and analytical procedures outlined in Section 5.
- (iii) The user shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
- (iv) Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR §403.6(e) for a categorical user, this adjusted limit along with supporting data shall be submitted as part of the application.

(2) Non-Categorical User

- (i) The user shall identify the applicable pretreatment standards for its wastewater discharge.
- (ii) In addition, the user shall submit the results of sampling and analysis identifying the nature and concentration in the discharge (or mass where required by the [City]) of regulated pollutants contained in Sections 2.1 through 2.4, as appropriate. Both daily maximum and average concentration (or mass, where required) shall be reported. The sample shall be representative of daily operations and shall conform to sampling and analytical procedures outlined in Section 5.
- (iii) The user shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
- (iv) Where the [Superintendent] developed alternate concentration or mass limits because of dilution, this adjusted limit along with supporting data shall be submitted as part of the application.

{RQ} F. Certification. The user shall submit a statement, worded as specified in Section 3.5, which has been reviewed by an authorized representative of the user, and certified by a qualified professional, indicating whether the applicable Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O and M) and/or additional pretreatment is required for the user to meet the applicable Pretreatment Standards and Requirements.

{RQ} G. Compliance Schedule. If additional pretreatment and/or O and M will be required to meet the applicable Pretreatment Standards, the user shall submit the shortest schedule by which the user will provide such additional pretreatment and/or O and M. The user's schedule shall conform with the requirements of Section 4.4. The completion date in this schedule shall not be later than the compliance date established pursuant to Section 2.9 of this Ordinance.

- (1) Where the user's categorical Pretreatment Standard has been modified by a removal allowance (40 CFR §403.7), the combined wastestream formula (40 CFR §403.6(e)), and/or a Fundamentally Different Factors variance (40 CFR §403.13) at the time the user submits the report required by this paragraph, the information required by paragraphs (F) and (G) of this section shall pertain to the modified limits.
- (2) If the categorical Pretreatment Standard is modified by a removal allowance (40 CFR §403.7), the combined wastestream formula (40 CFR §403.6(e)), and/or a Fundamentally Different Factors variance (40 CFR §403.13) after the user submits the report required by paragraphs (F) and (G) of this section, then a report containing modified information shall be submitted by the user within 60 days after the new limit is approved.

H. The user shall submit any other information as may be deemed necessary by [the Superintendent] to evaluate the wastewater discharge permit application.

{RQ} Incomplete or inaccurate applications will not be processed and will be returned to the user for revision.

3.5 Signatory and Certification Requirement {RQ}

All wastewater discharge permit applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

3.6 Wastewater Discharge Permit Decisions {RQ}

[The Superintendent] will evaluate the data furnished by the user and may require additional information. Within [_____] (_____) days of receipt of a complete wastewater discharge permit application, [the Superintendent] will determine whether or not to issue a wastewater discharge permit. Upon a determination to issue, the permit shall be issued within [30] days of full evaluation and acceptance of the data furnished. [The Superintendent] may deny any application for a wastewater discharge permit.

3.7 Wastewater Discharge Permit Contents {RQ}

Wastewater discharge permits shall include such conditions as are reasonably deemed necessary by [the Superintendent] to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

{RQ} A. Wastewater discharge permits must contain the following conditions:

- (1) A statement that indicates wastewater discharge permit duration, which in no event shall exceed five (5) years;
- (2) A statement that the wastewater discharge permit is non-transferable without prior notification to and approval from [the City], and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
- (3) Applicable pretreatment standards and requirements, including any special State requirements;
- (4) Self monitoring, sampling, reporting, notification, submittal of technical reports, compliance schedules, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law;

{Note: Conditions 5, 6, 7, could be covered under the reporting section and may not have to be included here.}

- (5) Requirement for immediate notification to the [City] where self-monitoring results indicate non-compliance;
- (6) Requirement to report a bypass or upset of a pretreatment facility;
- (7) Requirement to report immediately to the [City] all discharges, including slug loadings, that could cause problems to the POTW;
- (8) Requirement for the SIU who reports non-compliance to repeat the sampling and analysis and submit results to the [City] within 30 days after becoming aware of the violation.
- (9) A statement of applicable civil, criminal, and administrative penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule.

SR} B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:

- (1) Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
- (2) Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;
- (3) Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or routine discharges;
- (4) Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
- (5) The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW;
- (6) Requirements for installation and maintenance of inspection and sampling facilities and equipment;
- (7) A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State pretreatment

standards, including those which become effective during the term of the wastewater discharge permit;

- (8) Any special agreements the [Superintendent] chooses to continue or develop between the [City] and user;
- (9) Other conditions as deemed appropriate by [the Superintendent] to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.

3.8 Wastewater Discharge Permit Appeals {RQ unless the city elects not to allow appeals.}

Any person, including the user, may petition [the City] to reconsider the terms of a wastewater discharge permit within [_____] (_____) days of its issuance.

- A. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- B. In its petition, the appealing party must indicate the wastewater discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge permit.
- C. The effectiveness of the wastewater discharge permit shall not be stayed pending the appeal.
- D. If [the City] fails to act within [_____] (_____) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider a wastewater discharge permit, not to issue a wastewater discharge permit, or not to modify a wastewater discharge permit shall be considered final administrative actions for purposes of judicial review.
- E. Aggrieved parties seeking judicial review of the final administrative wastewater discharge permit decision must do so by filing a complaint with the **[insert name of appropriate Court]** for [jurisdiction] within **[insert appropriate State Statute of Limitations.]**

3.9 Wastewater Discharge Permit Duration {RQ}

Wastewater discharge permits shall be issued for a specified time period, not to exceed five (5) years. A wastewater discharge permit may be issued for a period less than five (5) years, at the discretion of [the Superintendent]. Each wastewater discharge permit will indicate a specific date upon which it will expire.

3.10 Wastewater Discharge Permit Modification {RQ}

[The Superintendent] may modify the wastewater discharge permit for good cause including, but not limited to, the following:

- A. To incorporate any new or revised Federal, State, or local pretreatment standards or requirements;
- B. To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance;
- C. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;

- D. Information indicating that the permitted discharge poses a threat to [the City]'s POTW, [City] personnel, or the receiving waters;
- E. Violation of any terms or conditions of the wastewater discharge permit;
- F. Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required report;
- G. Revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR §403.13;
- H. To correct typographical or other errors in the wastewater discharge permit; or
- I. To reflect a transfer of the facility ownership and/or operation to a new owner/operator. {Note: Modification for this purpose may not be allowed unless the wastewater discharge permit is transferable as provided in Section 3.11 of this ordinance.}

3.11 Wastewater Discharge Permit Transfer {RQ}

Wastewater discharge permits may be reassigned or transferred to a new owner and/or operator only if the permittee gives at least [____ (____)] days advance notice to [the Superintendent] and [the Superintendent] approves the wastewater discharge permit transfer. The notice to [the Superintendent] must include a written certification by the new owner and/or operator which:

- A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
- B. Identifies the specific date on which the transfer is to occur; and
- C. Assumes full responsibility for complying with the existing wastewater discharge permit beginning on the date of the transfer.

Failure to provide advance notice of a transfer renders the wastewater discharge permit voidable as of the date of facility transfer.

Provided that the notice required above occurred and that there were no significant changes to the manufacturing operation or wastewater discharge, the new owner will be considered an existing user and will be covered by the existing limits and requirements in the previous owner's permit.

3.12 Wastewater Discharge Permit Revocation {RQ}

Wastewater discharge permits may be revoked for, but not limited to, the following reasons:

- A. Failure to notify [the City] of significant changes to the wastewater prior to the changed discharge;
- B. Failure to provide prior notification to [the City] of changed conditions;
- C. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- D. Falsifying self-monitoring reports;
- E. Tampering with monitoring equipment;
- F. Refusing to allow [the City] timely access to the facility premises and records;

- G. Failure to meet discharge limitations;
- H. Failure to pay fines;
- I. Failure to pay sewer charges;
- J. Failure to meet compliance schedules;
- K. Failure to complete a wastewater survey or the wastewater discharge permit application;
- L. Failure to provide advance notice of the transfer of a permitted facility; or
- M. If the [City] has to invoke its emergency provision as cited in Section 9.7 of the Ordinance.
- N. Violation of any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this ordinance.

Wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All wastewater discharge permits issued to a particular user are void upon the issuance of a new wastewater discharge permit to that user.

3.13 Wastewater Discharge Permit Reissuance {RQ}

A user who is required to have a wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a complete wastewater discharge permit application, in accordance with Section 3.4 of this ordinance, a minimum of [____ (____)] days prior to the expiration of the user's existing wastewater discharge permit. A user whose existing wastewater discharge permit has expired and who has submitted its re-application in the time period specified herein shall be deemed to have an effective wastewater discharge permit until the [City] issues or denies the new wastewater discharge permit. A user whose existing wastewater discharge permit has expired and who failed to submit its re-application in the time period specified herein will be deemed to be discharging without a wastewater discharge permit.

SECTION 4 - REPORTING REQUIREMENTS

4.1 Baseline Monitoring Reports

{Note: The section will not be necessary if the cities are utilizing the permit application requirements specified in Section 3.4.}

- A. Within either one hundred and eighty (180) days after the effective date of a categorical pretreatment standard or the final administrative decision on a category determination under 40 CFR §403.6(a)(4) (whichever is later) existing categorical users currently discharging to or scheduled to discharge to the POTW, shall be required to submit to [the City] a report which contains the information listed in paragraph B, below. At least ninety (90) days prior to commencement of their discharge, new sources, and sources that become categorical users subsequent to the promulgation of an applicable categorical standard, shall be required to submit to [the City] a report which contains the information listed in paragraph B, below. A new source shall also be required to report the method of pretreatment it intends to use to meet applicable categorical standards. A new source shall also give estimates of its anticipated flow and quantity of pollutants discharged.

B. Users described above shall submit the information set forth below.

- (1) Identifying Information. The name and address of the facility, including the name of the operator and owner.
- (2) Environmental Permits. A list of any environmental control permits held by or for the facility.
- (3) Description of Operations. A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.
- (4) Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in 40 CFR 403.6(e).
- (5) Measurement of Pollutants.
 - (a) The categorical pretreatment standards applicable to each regulated process.
 - (b) The results of sampling and analysis identifying the nature and concentration (and/or mass, where required by the standard or by [the City]) of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long term average concentrations (or mass, where required) shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 5 of this ordinance.
- © Sampling must be performed in accordance with procedures set out in Section 5 of this ordinance.
- (6) Certification. A statement, reviewed by the user's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional Operation and Maintenance (O&M) and/or additional pretreatment, is required to meet the pretreatment standards and requirements.
- (7) Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in Section 4.4 of this ordinance.
- (8) Signature and Certification. All baseline monitoring reports must be signed and certified in accordance with Section 3.5 of this ordinance.

4.2 Final Compliance Report (Initial Compliance Report) {RQ}

A. Within 90 days following the date for final compliance of an existing Significant Industrial User with applicable pretreatment standards and requirements set forth in this ordinance, in federal categorical standards, or in a wastewater discharge permit, or, in the case of a new source or a new user considered by the [City] to fit the definition of SIU, within 90 days following commencement of the introduction of wastewater into the POTW, the affected user shall submit to the [City] a report containing the information outlined in Paragraph (D)-(F) of Section 3.4.

- B. For users subject to equivalent mass or concentration limits established by the [City] in accordance with procedures established in 40 CFR §403.6 (c), this report shall contain a reasonable measure of the user's long term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period.

4.3 Periodic Compliance Report (RQ)

- A. Any user that is required to have an industrial waste discharge permit and performs self-monitoring shall submit to the [City] during the months of June and December, unless required on other dates or more frequently by the [City], a report indicating the nature of the effluent over the previous reporting period. The frequency of monitoring shall be as prescribed within the industrial waste discharge permit. At a minimum, users shall sample their discharge at least twice per year.
- B. The report shall include a record of the concentrations (and mass if specified in the wastewater discharge permit) of the pollutants listed in the wastewater discharge permit that were measured and a record of all flow measurements (average and maximum) taken at the designated sampling locations and shall also include any additional information required by this ordinance or the wastewater discharge permit. Production data shall be reported if required by the wastewater discharge permit. Both daily maximum and average concentration (or mass, where required) shall be reported. If a user sampled and analyzed more frequently than what was required by the [City] or by this ordinance, using methodologies in 40 CFR Part 136, it must submit all results of sampling and analysis of the discharge during the reporting period.
- C. Any user subject to equivalent mass or concentration limits established by the [City] or by unit production limits specified in the applicable categorical standards shall report production data as outlined in Section 4.2 (B).
- D. If the [City] calculated limits to factor out dilution flows or non-regulated flows, the user will be responsible for providing flows from the regulated process flows, dilution flows and non-regulated flows.
- E. Flows shall be reported on the basis of actual measurement, provided, however, that the [City] may accept reports of average and maximum flows estimated by verifiable techniques if the [City] determines that an actual measurement is not feasible.
- F. Discharges sampled shall be representative of the user's daily operations and samples shall be taken in accordance with the requirements specified in Section 5.

- {R} G. The [City] may require reporting by users that are not required to have an industrial wastewater discharge permit if information or data is needed to establish a sewer charge, determine the treatability of the effluent, or determine any other factor which is related to the operation and maintenance of the sewer system.
- {R} H. The [City] may require self-monitoring by the user or, if requested by the user, may agree to perform the periodic compliance monitoring needed to prepare the periodic compliance report required under this section. If the [City] agrees to perform such periodic compliance monitoring, it may charge the user for such monitoring, based upon the costs incurred by the [City] for the sampling and analyses. Any such charges shall be added to the normal sewer charge and shall be payable as part of the sewer bills. The [City] is under no obligation to perform periodic compliance monitoring for a user.

4.4 Compliance schedules for meeting applicable pretreatment standards {RQ}

- A. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.).
- B. No increment referred to in paragraph (A) of this section shall exceed 9 months.
- C. Not later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the [City] including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the user to return the construction to the schedule established. In no event shall more than 9 months elapse between such progress reports.

4.5 Notification of Significant Production Changes {RQ}

Any user operating under a wastewater discharge permit incorporating equivalent mass or concentration limits shall notify the [City] within two (2) business days after the user has a reasonable basis to know that the production level will significantly change within the next calendar month. Any user not providing a notice of such anticipated change will be required to comply with the existing limits contained in its wastewater discharge permit.

4.6 Hazardous Waste Notification {RQ}

Any user that is discharging more than 15 kilograms of hazardous wastes as defined in 40 CFR 261 (listed or characteristic wastes) in a calendar month or any facility discharging any amount of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e) is required to provide a one time notification in writing to the [City], to the EPA Region 10 Office of Waste and Chemicals Management Director, and to the [state Hazardous Waste Division-specify appropriate state agency]. Any existing user exempt from this notification shall comply with the requirements contained herein within 30 days of becoming aware of a discharge of 15 kilograms of hazardous wastes in a calendar month or any discharge of acutely hazardous wastes to the [City] sewer system.

{Note: the city may elect to cite 40 CFR §403.12(p) instead of the following, which Region 10 strongly recommends.}

{SR} Such notification shall include:

- A. The name of the hazardous waste as set forth in 40 CFR Part 261,
- B. The EPA Hazardous waste number; and
- C. The type of discharge (continuous, batch, or other).
- D. If an industrial user discharges more than 100 kilograms of such waste per calendar month to the sewer system, the notification shall also contain the following information to the extent it is known or readily available to the industrial user:
 - (1) an identification of the hazardous constituents contained in the wastes,
 - (2) an estimation of the mass and concentration of such constituents in the wastestreams discharged during that calendar month, and
 - (3) an estimation of the mass of constituents in the wastestreams expected to be discharged during the following 12 months.

These notification requirements do not apply to pollutants already reported under the self-monitoring requirements.

Whenever the EPA publishes final rules identifying additional hazardous wastes or new characteristics of hazardous waste, a user shall notify the [City] of the discharge of such a substance within 90 days of the effective date of such regulations.

In the case of any notification made under this paragraph, an industrial user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

4.7 Notice of potential problems, including accidental spills, slug loads {RQ}

Any user shall notify the [City] immediately of all discharges that could cause problems to the POTW, including any slug loads, as defined in Section 1.3. The notification shall include the concentration and volume and corrective action. Steps being taken to reduce any adverse impact should also be noted during the notification. Any

user who discharges a slug load of pollutants shall be liable for any expense, loss, or damage to the POTW, in addition to the amount of any fines imposed on the [City] under state or federal law.

4.8 Non-Compliance Reporting {RQ}

If sampling performed by a user indicates a violation, the user shall notify the [City] within 24 hours of becoming aware of the violation. The user shall also repeat the sampling within 5 days and submit the results of the repeat analysis to the [City] within 30 days after becoming aware of the violation, except the user is not required to resample if:

- A. The [City] performs sampling at the user at a frequency of at least once per month, or
- B. The [City] performs sampling at the user between the time when the user performs its initial sampling and the time when the user receives the results of this sampling.

4.9 Notification of changed discharge {RQ}

All users shall promptly notify the [City] in advance of any substantial change in the volume or character of pollutants in their discharge, including significant manufacturing process changes, pretreatment modifications, and the listed or characteristic hazardous wastes for which the user has submitted initial notification under 40 CFR 403.12 (p).

4.10 Reports from Unpermitted Users {R}

All users not required to obtain a wastewater discharge permit shall provide appropriate reports to [the City] as [the Superintendent] may require.

4.11 Record Keeping {RQ}

Users subject to the reporting requirements of this ordinance shall retain and make available for inspection and copying all records of information obtained pursuant to any monitoring activities required by this ordinance and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include the date, exact place, method, and time of sampling and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the user or POTW, or where the user has been specifically notified of a longer retention period by [the Superintendent].

SECTION 5 - SAMPLING AND ANALYTICAL REQUIREMENTS

5.1 Sampling Requirements for Users {RQ}

- A. A minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organics. The [Superintendent] will determine on a case-by-case whether the user will be able to composite the individual grab samples. For all other pollutants, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques where feasible. The [City] may waive flow-proportional composite sampling for any user that demonstrates that flow-proportional composite sampling is infeasible. In such cases, samples may be obtained through time-proportional composite sampling techniques or through a minimum of four (4) grab samples where the user demonstrates that this will provide a representative sample of the effluent being discharged.

- B. Samples shall be taken immediately downstream from pretreatment facilities if such exist, immediately downstream from the regulated or manufacturing process if no pretreatment exists, or at a location determined by the [City] and specified in the user's wastewater discharge permit. For categorical users, if other wastewaters are mixed with the regulated wastewater prior to pretreatment, the user shall measure the flows and concentrations necessary to allow use of the combined wastestream formula of 40 CFR §403.6(e) in order to evaluate compliance with the Applicable Categorical Pretreatment Standards. For other SIUs, for which the [City] has adjusted its local limits to factor out dilution flows, the user shall measure the flows and concentrations necessary to evaluate compliance with the adjusted pretreatment standard(s).

- C. All sample results shall indicate the time, date and place of sampling, and methods of analysis and shall certify that the wastestream sampled is representative of normal work cycles and expected pollutant discharges from the user. If a user sampled and analyzed more frequently than what was required in its wastewater discharge permit, using methodologies in 40 CFR Part 136, it must submit all results of sampling and analysis of the discharge as part of its self-monitoring report.

5.2 Analytical Requirements {RQ}

All pollutant analyses, including sampling techniques, shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analyses must be performed in accordance with procedures approved by the EPA.

5.3 [City] Monitoring of User's Wastewater {SR}

The [City] will follow the same procedures as outlined in Sections 5.1 and 5.2.

SECTION 6 - COMPLIANCE MONITORING

6.1 Inspection and Sampling {RQ}

[The City] shall have the right to enter the facilities of any user to ascertain whether the purpose of this ordinance and any wastewater discharge permit or order issued hereunder is being met and whether the user is complying with all requirements thereof. Users shall allow [the Superintendent] ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, [the Superintendent] will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. [The Superintendent] shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- C. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of [the Superintendent] and shall not be replaced. The costs of clearing such access shall be borne by the user.
- D. Unreasonable delays in allowing [the Superintendent] access to the user's premises shall be a violation of this ordinance.

6.2 Monitoring Facilities {RQ}

Each user shall provide and operate at its own expense a monitoring facility to allow inspection, sampling, and flow measurements of each sewer discharge to the [City]. Each monitoring facility shall be situated on the user's premises, except, where such a location would be impractical or cause undue hardship on the user, the [City] may concur with the facility being constructed in the public street or sidewalk area, providing that the facility is located so that it will not be obstructed by landscaping or parked vehicles. The [Superintendent], whenever applicable, may require the construction and maintenance of sampling facilities at other locations (for example, at the end of a manufacturing line or a wastewater treatment system).

There shall be ample room in or near such sampling facility to allow accurate sampling and preparation of samples for analysis. The facility, including the sampling and measuring equipment, shall be maintained at all times in a safe and proper operating condition at the expense of the user.

[The Superintendent] may require the user to install monitoring equipment as necessary. All monitoring facilities shall be constructed and maintained in accordance with all applicable local construction standards and specifications.

All devices used to measure wastewater flow and quality shall be calibrated to ensure their accuracy.

6.3 Search Warrants {RQ}

If [the Superintendent] has been refused access to a building, structure or property, or any part thereof and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect as part of a routine inspection program of [the City] designed to verify compliance with this ordinance or any wastewater discharge permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then [the Superintendent] shall seek issuance of a search and/or seizure warrant from the {insert name of appropriate Court} of [the City]. Such warrant shall be served at reasonable hours by [the Superintendent] in the company of a uniformed police officer of [the City].

6.4 Vandalism {RQ}

No person shall willfully or negligently break, damage, destroy, uncover, deface, tamper with, or prevent access to any structure, appurtenance or equipment, or other part of the POTW. Any person found in violation of this requirement shall be subject to the sanctions set out in this ordinance.

SECTION 7 - CONFIDENTIAL INFORMATION {RQ}

Information and data on a user obtained from reports, surveys, wastewater discharge permit applications, wastewater discharge permits, and monitoring programs, and from [City] inspection and sampling activities shall be available to the public without restriction, unless the user specifically requests and is able to demonstrate to the satisfaction of [the City] that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets under applicable State law. When requested and demonstrated by the user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other "effluent data" as defined by 40 CFR §2.302 will not be recognized as confidential information and will be available to the public without restriction.

SECTION 8 - PUBLICATION OF USERS IN SIGNIFICANT NON-COMPLIANCE {RQ}

[The City] shall publish annually, in the largest daily newspaper published in the municipality where the POTW is located, a list of the users which, during the previous twelve (12) months, were in significant non-compliance with applicable pretreatment standards and requirements. For the purposes of this provision, an industrial user is in significant noncompliance if its violation meets one or more of the following criteria:

- A. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of wastewater measurements taken during a six- (6-)month period exceed the daily maximum limit or average limit for the same pollutant parameter by any amount;

- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six-(6) month period equals or exceeds the product of the daily maximum limit or the average limit multiplied by the applicable criteria [1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH];
- C. Any other discharge violation that [the City] believes has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of [City] personnel or the general public);
- D. Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in [the City]'s exercise of its emergency authority to halt or prevent such a discharge;
- E. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- F. Failure to provide within thirty (30) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- G. Failure to accurately report non-compliance; or
- H. Any other violation(s) which [the City] determines will adversely affect the operation or implementation of the local pretreatment program.

{Note: Sections 9 through 11 are examples of enforcement remedies. Many POTWs in Region 10 already have existing enforcement remedies in their ordinances and have developed or are modifying their existing enforcement response plans to cover the provisions listed in at least Sections 9 and 10. Many of these provisions are covered in EPA's Enforcement Response Manual.

POTWs should carefully review the various provisions of these sections and determine if some of them make sense for addition their existing Ordinance. The bottom line is that a city needs to assure itself, the State and EPA that its existing ordinance(s) provides it with the necessary legal authority to carry out the provisions cited in at least Sections 9 and 10.}

SECTION 9 - ADMINISTRATIVE ENFORCEMENT REMEDIES

{Note: Check State law to see if the remedies listed in Sections 9, 10, and 11 are allowable.}

9.1 Notification of Violation (RQ)

When [the Superintendent] finds that a user has violated (or continues to violate) any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, [the Superintendent] may serve upon that user a written Notice of Violation [via certified letter]. Within [____ (____)] days of the receipt of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to [the Superintendent]. Submission of this plan in no way relieves the user of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this section shall limit the authority of [the City] to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

9.2 Consent Orders {RQ}

[The Superintendent] may enter into Consent Orders, assurances of voluntary compliance, or other similar documents establishing an agreement with any user responsible for non-compliance. Such documents will include specific action to be taken by the user to correct the non-compliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Sections 9.4 and 9.5 of this ordinance and shall be judicially enforceable. Use of a consent Order shall not be a bar against, or prerequisite for, taking any other action against the user.

9.3 Show Cause Hearing {RQ}

[The Superintendent] may order [via a certified letter] a user which has violated or continues to violate any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, to appear before [the Superintendent] and show cause why the proposed enforcement action should not be taken. Notice shall be served on the user specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the user show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least [____ (____)] days prior to the hearing. Such notice may be served on any authorized representative of the user. A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

9.4 Compliance Orders {RQ}

When [the Superintendent] finds that a user has violated or continues to violate any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, [the Superintendent] may issue an order to the user responsible for the discharge directing that the user come into compliance within a time specified in the order. If the user does not come into compliance within the time specified in the order, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders may also contain other requirements to address the non-compliance, including additional self-monitoring, and management practices designed to minimize the amount of pollutants discharged to the sewer. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

9.5 Cease and Desist Orders {RQ}

When [the Superintendent] finds that a user has violated (or continues to violate) any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, [the Superintendent] may issue an order to the user directing it to cease and desist all such violations and directing the user to:

- A. Immediately comply with all requirements; and

- B. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge.

Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

9.6 Administrative Fines {RQ unless the city has legal constraints on its ability to assess fines; in such cases, the city needs to discuss this constraint with the EPA Region 10 pretreatment coordinator.}

- A. When [the Superintendent] finds that a user has violated or continues to violate any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, [the Superintendent] may fine such user in an amount not to exceed {insert maximum fine allowed under state law}. Such fines shall be assessed on a per violation, per day basis. In the case of monthly or other long term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. Unpaid charges, fines, and penalties shall, after {____ (____)} calendar days, be assessed an additional penalty of {____ percent (____%)} of the unpaid balance, and interest shall accrue thereafter at a rate of {____ percent (____%)} per month. A lien against the user's property will be sought for unpaid charges, fines, and penalties.
- C. Users desiring to dispute such fines must file a written request for [the Superintendent] to reconsider the fine along with full payment of the fine amount within {____ (____)} days of being notified of the fine. Where a request has merit, [the Superintendent] shall convene a hearing on the matter within {____ (____)} days of receiving the request from the user. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user. [The City] may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.
- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

9.7 Emergency Suspensions {RQ}

[The Superintendent] may immediately suspend a user's discharge (after informal notice to the user) whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons. [The Superintendent] may also immediately suspend a user's discharge (after notice and opportunity to respond) that threatens to interfere with the operation of the POTW or which presents or may present an endangerment to the environment.

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, [the Superintendent] shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. [The Superintendent] shall allow the user to recommence its discharge when the user has demonstrated to the satisfaction of [the City] that the period of endangerment has passed, unless the termination proceedings in Section 9.8 of this ordinance are initiated against the user.
- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to [the Superintendent] prior to the date of any show cause or termination hearing under Sections 9.3 and 9.8 of this ordinance.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

9.8 Termination of Discharge (Non-Emergency) {SR}

In addition to the provisions in Section 3.12 of this ordinance, any user that violates the following conditions is subject to discharge termination:

- A. Violation of wastewater discharge permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents and characteristics prior to discharge;
- D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring or sampling; or
- E. Violation of the pretreatment standards in Section 2 of this ordinance.

Such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 9.3 of this ordinance why the proposed action should not be taken. Exercise of this option by [the City] shall not be a bar to, or a prerequisite for, taking any other action against the user.

SECTION 10 - JUDICIAL ENFORCEMENT REMEDIES

10.1 Injunctive Relief {RQ}

When [the Superintendent] finds that a user has violated (or continues to violate) any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, [the Superintendent] may petition the {insert name of appropriate Court} through [the City]'s Attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this ordinance on activities of the user. [The City] may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

10.2 Civil Penalties {RQ}

- A. A user which has violated or continues to violate any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall be liable to [the City] for a maximum civil penalty of {insert maximum allowed under State law but not less than \$1,000} per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. [The Superintendent] may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by [the City].

- C. In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user.

{Note: The municipality must have the minimum authority to seek civil or criminal penalties in the amount of at least \$1,000 per day per violation in accordance with 40 CFR §403.8(f)(1)(vi)(A). Region 10 strongly recommends seeking authority both to assess a civil penalty of \$1,000 per day and to assess a criminal penalty of \$1,000 per day.}

10.3 Criminal Prosecution {SR}

{Note: The municipality should enact all criminal authorities authorized under State law.}

- A. A user which has willfully or negligently violated any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than {insert maximum fine allowed under State law} per violation, per day, or imprisonment for not more than {____ (____)} years, or both.
- B. A user which has willfully or negligently introduced any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a [misdemeanor] and be subject to a penalty of at least {insert maximum allowable under State law} and/or be subject to imprisonment for {____ (____)} years. This penalty shall be in addition to any other cause of action for personal injury or property damage available under State law.
- C. A user which knowingly made any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this ordinance, wastewater discharge permit, or order issued hereunder, or who falsified, tampered with, or knowingly rendered inaccurate any monitoring device or method required under this ordinance shall, upon conviction, be punished by a fine of not more than {____} per violation per day, or imprisonment for not more than {____ (____)} years, or both.
- D. In the event of a second conviction, a user shall be punished by a fine of not more than {____} per violation per day, or imprisonment for not more than {____ (____)} years, or both.

10.4 Remedies Non-exclusive {SR}

The provisions in Sections 8 through 11 of this ordinance are not exclusive remedies. [The City] reserves the right to take any, all, or any combination of these actions against a non-compliant user. Enforcement in response to pretreatment violations will generally be in accordance with [the City]'s enforcement response plan. However, [the City] reserves the right to take other action against any user when the circumstances warrant. Further, [the City] is empowered to take more than one enforcement action against any non-compliant user. These actions may be taken concurrently.

SECTION 11 - SUPPLEMENTAL ENFORCEMENT ACTION

11.1 Performance Bonds {R}

[The Superintendent] may decline to issue or reissue a wastewater discharge permit to any user which has failed to comply with any provision of this ordinance, a previous wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement unless such user first files a satisfactory bond, payable to [the City], in a sum not to exceed a value determined by [the Superintendent] to be necessary to achieve consistent compliance.

11.2 Liability Insurance {R}

[The Superintendent] may decline to issue or reissue a wastewater discharge permit to any user which has failed to comply with any provision of this ordinance, a previous wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, unless the user first submits proof that it has obtained financial assurances sufficient to restore or repair damage to the POTW caused by its discharge.

11.3 Water Supply Severance {R}

Whenever a user has violated or continues to violate any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, water service to the user may be severed. Service will only recommence, at the user's expense, after it has satisfactorily demonstrated its ability to comply.

11.4 Public Nuisances {R}

A violation of any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by [the Superintendent]. Any person(s) creating a public nuisance shall be subject to the provisions of [the City Code] {insert proper citation} governing such nuisances, including reimbursing [the City] for any costs incurred in removing, abating, or remedying said nuisance.

11.5 Informant Rewards {R}

[The Superintendent] may pay up to {_____ dollars (\$____)} for information leading to the discovery of non-compliance by a user. In the event that the information provided results in an administrative fine or civil penalty levied against the user, [the Superintendent] may disburse up to {_____ percent (____%)} of the collected fine or penalty to the informant. However, a single reward payment may not exceed {_____ dollars (\$____)}.

11.6 Contractor Listing {R}

Users which have not achieved compliance with applicable pretreatment standards and requirements are not eligible to receive a contractual award for the sale of goods or services to [the City]. Existing contracts for the sale of goods or services to [the City] held by a user found to be in significant non-compliance with pretreatment standards or requirements may be terminated at the discretion of [the City].

SECTION 12 - AFFIRMATIVE DEFENSES TO DISCHARGE VIOLATIONS {RQ}

{Note: All affirmative defenses are optional. Some Approved States do not allow for one or more of the affirmative defenses listed below.}

12.1 Upset {RQ}

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary non-compliance with applicable pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include non-compliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to an action brought for non-compliance with applicable pretreatment standards if the requirements of paragraph C of this section are met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - (1) An upset occurred and the user can identify the cause(s) of the upset;
 - (2) The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
 - (3) The user has submitted the following information to the POTW and treatment plant operator within twenty four (24) hours of becoming aware of the upset [if this information is provided orally, a written submission must be provided within five (5) days]:
 - (a) A description of the indirect discharge and cause of non-compliance;
 - (b) The period of non-compliance, including exact dates and times or, if not corrected, the anticipated time the non-compliance is expected to continue; and
 - (c) Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the non-compliance.
- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for non-compliance with applicable pretreatment standards.
- F. Users shall control production of all discharges to the extent necessary to maintain compliance with applicable pretreatment standards upon reduction, loss, or failure of their treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

12.2 Prohibited Discharge Standards {RQ}

A user shall have an affirmative defense to an enforcement action brought against it for non-compliance with the prohibitions in Section 2.1 A and B(3) through (7) if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either: (a) a local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or (b) no local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when [the City] was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

12.3 Bypass {RQ}

- A. For the purposes of this section,
 - (1) "Bypass" means the intentional diversion of wastestreams from any portion of a user's treatment facility.
 - (2) "Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow any bypass to occur which does not cause applicable pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs (C) and (D) of this section.
- C. Notice of Bypass
 - (1) If a user knows in advance of the need for a bypass, it shall submit prior notice to the POTW at least ten (10) days before the date of the bypass, if possible.
 - (2) A user shall submit oral notice to [the City] of an unanticipated bypass that exceeds applicable pretreatment standards within twenty four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the bypass. The POTW may waive the written report on a case-by-case basis if the oral report has been received within twenty four (24) hours.
- D. Bypass Conditions
 - (1) Bypass is prohibited, and the POTW may take an enforcement action against a user for a bypass, unless
 - (a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal

periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and

- (c) The user submitted notices as required under paragraph (C) of this section.
- (2) The POTW may approve an anticipated bypass, after considering its adverse effects, if the POTW determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

SECTION 13 - WASTEWATER TREATMENT RATES

[RESERVED]

SECTION 14 - MISCELLANEOUS PROVISIONS

14.1 Pretreatment Charges and Fees {SR}

[The City] may adopt reasonable fees for reimbursement of costs of setting up and operating [the City]'s Pretreatment Program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals; and
- E. Other fees as [the City] may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by [the City].

14.2 Severability {RQ}

If any provision of this ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

14.3 Conflicts {RQ}

All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of the inconsistency or conflict.

